

POSITION DESCRIPTION

JOB TITLE: Legal Secretary

DEPARTMENT: District Attorney

DIRECT REPORT TO: District Attorney **GRADE:** 8

FT. X **PT.** **NON-EXEMPT:** X **EXEMPT:**

A. **ESSENTIAL FUNCTIONS AND GENERAL STATEMENT
OF DUTIES & RESPONSIBILITIES**

Employees in this class perform varied clerical work requiring the knowledge of functions and procedures related to their assigned area or department. Work requires the exercise of judgment in the application of prescribed procedures and regulations.

- *Types letters, memos, reports, and forms from copy or Dictaphone;
- *Sets up and assembles folders for all new cases, clients, complaints, etc.
- *Files correspondences, memoranda, reports and forms alphabetically, numerically or according to other predetermined classifications;
- *Answers telephone, takes messages, greets visitors, gives out information, and refers callers as required;
- *Works at counter providing information and assistance to public;
- *Duplicates and collates various materials;
- *Does related work as required;
- *Utilizes basic office equipment, including typewriter, computer, calculator, copy machine and telephone and equipment specific to the assigned department;
- *Must be physically able to operate equipment listed;
- *Knowledge of the functions, terminology and equipment of the assigned department;
- *Skill in the operation of a typewriter, computer terminal, printer and other office machines;
- *Ability to understand and follow oral and written instructions;
- *Ability to keep accurate clerical records and files.
- *Ability to plan and organize work effectively;
- *Ability to maintain confidentiality of information;
- *Additional duties of typing court ready documents such as, Criminal Complaints, Motions for Discovery, and other Motions.
- *Additional duties of reviewing files in response to discovery from defense attorneys determining and distinguishing discoverable material from non-discoverable work product and of the confidential communications.
- *Additional duties of typing letters on Rental Weatherization Law of the State of Wisconsin.
- *Additional duties of getting the file together and complete for the Court of Appeals by comparing our files with the Clerk of Court file.
- *Type and file Juvenile Dispositional Orders.
- *Responsibility of document preparation.
- *Responsible for the initial data entry into our new Protect Computer system.
- *Administration on the Protect system and the Statutes and Ordinances for the system that will allow

everyone on the system in our office to see them.

*Overload of the typing responsibilities since the Protect System has come into our office.

*Attendance at Court Intake every other week along with the District Attorney to document files accordingly.

*Primarily responsible for filing and file maintenance-(know where all the files are at all times).

*Secretarial functions for the part time Assistant District Attorney, i.e., typing criminal complaints, discovery, victim information, subpoenas, summons; scheduling; entering cases into the PROTECT Program.

*Process all of the pretrial conferences; prepare case settlement sheets for each file; greet the attorneys and/or clients; make sure all files are in order and the attorneys/clients are seen in a timely manner; prepare copies of the settlement sheets for the attorneys/clients and the Clerk of Court's Office; contact the Judge's Office for a trial date and make sure the appropriate individuals are contacted.

*Prepare the files for the next day's calendars on a daily basis. Retrieve the court calendar from the Judge's Office; pull all files needed; distribute to the appropriate attorney.

*Prepare the criminal intake calendar. Pull the appropriate files; make sure the Sheriff's Department has the criminal complaints for the defendants who need to be booked in the jail. After intake court, distribute files to the appropriate individuals, i.e., warrants, victim witness information, District Attorney or Assistant District Attorney for subpoena preparation.

Prepare all discoveries, bill; send monthly bills; collect incoming money; balance at end of month end.

Obtain certified driving records for all OWI & OAR files.

Obtain Judge's calendar every day; pull and prepare the next day's filed for court hearings;

Distribute files returned from court to appropriate folders.

Determine prior charges and add them to criminal complaint.

Close out files.

B. QUALIFICATIONS/EDUCATION/EXPERIENCE

Graduation from high school or equivalent; Prior clerical experience; Or any combination of training and experience which provides the required knowledge, skill and abilities.

C. ENVIRONMENTAL WORKING CONDITIONS AND PHYSICAL DEMANDS OF THE POSITION

- Sitting at desk, standing at counter for extended periods of time and walking to other offices.
- Ability to climb stairs, handle books and records
- Some bending and stooping.
- Works in office setting.

D. EQUIPMENT USED

Typewriter, calculator, copy machine, computer terminal, fax machine and telephone.

EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

District Attorney Receptionist/Clerk Typist II/ Legal Secretary
January 1, 2002/revised July 2003 revised June 2007

